

## GENERAL SERVICES ADMINISTRATION

### Federal Acquisition Service

#### *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create and electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: <http://www.GSAAdvantage.gov>.

#### **Schedule for - Logistics Worldwide (LOGWORLD)**

**Federal Supply Group:** 874V    **Class:** R706

**Contract Number:** GS-10F-0234P

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering> and visit the GSA e-Library for a particular GSA schedule.

**Contract Period:** March 17, 2004 through March 16, 2014

**Contractor:** [ABM Government Services LLC \(ABMGS\)](#)

101 Walton Way  
Hopkinsville, KY 42240

**Business Size:** Large Business

**Telephone:** (270) 885-4642

**Extension:** 109

**FAX Number:** (270) 887-9067

**Web Site:** [www.abm.com](http://www.abm.com)

**E-mail:** [jonathan.white@abm.com](mailto:jonathan.white@abm.com) or [anthea.medley@lincfs.com](mailto:anthea.medley@lincfs.com)

**Contract Administration:** Jonathan White, Director of Contracting  
Anthea Medley, Contract Administrator

### **CUSTOMER INFORMATION:**

- 1a. **Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:** 874-501, 874-501RC, 874-503, 874-503RC, 874-504, 874-504RC, 874-505, 874-505RC, 874-507 and 874-507RC.
- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a**

unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price.

Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.
2. **Maximum Order:** \$1,000,000.00 (Please note that this is not a GSA enforced limitation on the value of a Task Order – see I-FSS-125 Requirements Exceeding the Maximum Order (Sep 1999).
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic and Worldwide
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See ABMGS Price List
7. **Quantity discounts:** None
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes, Accepted
- 9b. **Notification that Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Will Not
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** As required or As Specified on the Task Order
- 11b. **Expedited Delivery.** The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact ABM Government Services, LLC
- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact ABM Government Services, LLC
- 11d. **Urgent Requirements.** The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery: Contact ABM Government Services, LLC
12. **F.O.B Points(s):** Destination

- 13a. Ordering Address(es):** ABM Government Services, LLC, 101 Walton Way, Hopkinsville, KY 42240
- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage [www.gsa.gov/schedules/](http://www.gsa.gov/schedules/)
- 14. Payment address(es):** ABM Government Services, LLC, 101 Walton Way, Hopkinsville, KY 42240
- 15. Warranty provision.:** Contractor's standard commercial warranty.
- 16. Export Packing Charges (if applicable):** Not Applicable
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact ABM Government Services, LLC
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** Not Applicable
- 19. Terms and conditions of installation (if applicable):** Not Applicable
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not Applicable
- 20a. Terms and conditions for any other services (if applicable):** Not Applicable
- 21. List of service and distribution points (if applicable):** Not Applicable
- 22. List of participating dealers (if applicable):** Not Applicable
- 23. Preventive maintenance (if applicable):** Not Applicable
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:**  
Not Applicable
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at:**  
[www.Section508.gov/](http://www.Section508.gov/).
- 25. Data Universal Numbering System (DUNS) number:** 61-6858908
- 26. Notification regarding registration in System for Award Management (SAM) database:**  
Registered

## **ABM GOVERNMENT SERVICES, LLC CURRENT PRICES**

<b>Labor Category</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Consultant	\$ 51.75	\$ 53.72	\$ 55.77	\$ 57.89	\$ 60.10
Engineer	\$ 48.34	\$ 50.18	\$ 52.09	\$ 54.08	\$ 56.14
Field Engineer	\$ 52.11	\$ 54.09	\$ 56.15	\$ 58.29	\$ 60.51
Financial Analyst	\$ 49.51	\$ 51.40	\$ 53.36	\$ 55.39	\$ 57.50
Information Systems Administrator	\$ 48.45	\$ 50.30	\$ 52.22	\$ 54.21	\$ 56.27
Jr. Engineer	\$ 36.21	\$ 37.59	\$ 39.03	\$ 40.51	\$ 42.06
Jr. Field Engineer	\$ 35.63	\$ 36.98	\$ 38.39	\$ 39.86	\$ 41.38
Jr. Logistics Analyst	\$ 29.04	\$ 30.15	\$ 31.30	\$ 32.49	\$ 33.73
Jr. Systems Analyst	\$ 51.36	\$ 53.31	\$ 55.34	\$ 57.45	\$ 59.64
Logistics Analyst	\$ 51.75	\$ 53.72	\$ 55.77	\$ 57.89	\$ 60.10
Logistics Manager	\$ 51.18	\$ 53.13	\$ 55.15	\$ 57.25	\$ 59.43
Mat'l Mgmt Specialist	\$ 24.19	\$ 25.11	\$ 26.06	\$ 27.06	\$ 28.09
Principal Engineer	\$ 52.11	\$ 54.09	\$ 56.15	\$ 58.29	\$ 60.51
Program Analyst	\$ 51.75	\$ 53.72	\$ 55.77	\$ 57.89	\$ 60.10
Program Manager	\$ 57.26	\$ 59.44	\$ 61.70	\$ 64.05	\$ 66.49
Project Manager	\$ 57.26	\$ 59.44	\$ 61.70	\$ 64.05	\$ 66.49
Sr. Administrative Analyst	\$ 36.08	\$ 37.46	\$ 38.89	\$ 40.37	\$ 41.91
Sr. Consultant	\$ 51.75	\$ 53.72	\$ 55.77	\$ 57.89	\$ 60.10
Sr. Eng Technologist	\$ 48.34	\$ 50.18	\$ 52.09	\$ 54.08	\$ 56.14
Sr. Engineer	\$ 48.34	\$ 50.18	\$ 52.09	\$ 54.08	\$ 56.14
Sr. Financial Analyst	\$ 49.51	\$ 51.40	\$ 53.36	\$ 55.39	\$ 57.50
Sr. Logistics Analyst	\$ 51.75	\$ 53.72	\$ 55.77	\$ 57.89	\$ 60.10
Sr. Program Analyst	\$ 51.75	\$ 53.72	\$ 55.77	\$ 57.89	\$ 60.10
Sr. Systems Analyst	\$ 54.89	\$ 56.98	\$ 59.15	\$ 61.41	\$ 63.75
Subj Matter Expert Level I	\$ 39.07	\$ 40.55	\$ 42.10	\$ 43.70	\$ 45.37
Subj Matter Expert Level II	\$ 38.56	\$ 42.25	\$ 43.86	\$ 45.53	\$ 47.26
Subj Matter Expert Level III	\$ 42.33	\$ 43.94	\$ 45.61	\$ 47.35	\$ 49.15
Supervisor, Shipping and Receiving	\$ 38.56	\$ 40.03	\$ 41.56	\$ 43.14	\$ 44.78
Supervisor, Warehouse and Inventory	\$ 38.56	\$ 40.03	\$ 41.56	\$ 43.14	\$ 44.78
Technical Support Specialist	\$ 38.56	\$ 40.55	\$ 42.10	\$ 43.70	\$ 45.37
Blocker and Bracer	\$ 31.96	\$ 31.96	\$ 31.96	\$ 31.96	\$ 31.96
Bus Driver	\$ 28.72	\$ 28.72	\$ 28.72	\$ 28.72	\$ 28.72
Dispatcher, Motor Vehicle	\$ 26.38	\$ 26.38	\$ 26.38	\$ 26.38	\$ 26.38
Document Preparation Clerk	\$ 24.11	\$ 24.11	\$ 24.11	\$ 24.11	\$ 24.11
Drafter/CAD Operator I	\$ 27.26	\$ 27.26	\$ 27.26	\$ 27.26	\$ 27.26
Drafter/CAD Operator II	\$ 33.00	\$ 33.00	\$ 33.00	\$ 33.00	\$ 33.00
Drafter/CAD Operator III	\$ 40.18	\$ 40.18	\$ 40.18	\$ 40.18	\$ 40.18

	\$ 42.17	\$ 42.17	\$ 42.17	\$ 42.17	\$ 42.17
<b>Labor Category</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Drafter/CAD Operator IV	\$ 31.98	\$ 31.98	\$ 31.98	\$ 31.98	\$ 31.98
Electronics Technician Maintenance I	\$ 44.16	\$ 44.16	\$ 44.16	\$ 44.16	\$ 44.16
Electronics Technician Maintenance II	\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60	\$ 47.60
Electronics Technician Maintenance III	\$ 27.37	\$ 27.37	\$ 27.37	\$ 27.37	\$ 27.37
Forklift Operator	\$ 35.99	\$ 35.99	\$ 35.99	\$ 35.99	\$ 35.99
Fuel Distribution System Operator	\$ 19.71	\$ 19.71	\$ 19.71	\$ 19.71	\$ 19.71
General Clerk I	\$ 23.09	\$ 23.09	\$ 23.09	\$ 23.09	\$ 23.09
General Clerk II	\$ 24.11	\$ 24.11	\$ 24.11	\$ 24.11	\$ 24.11
General Clerk III	\$ 37.44	\$ 37.44	\$ 37.44	\$ 37.44	\$ 37.44
Graphic Artist	\$ 35.76	\$ 35.76	\$ 35.76	\$ 35.76	\$ 35.76
Heavy Equipment Mechanic	\$ 38.22	\$ 38.22	\$ 38.22	\$ 38.22	\$ 38.22
Heavy Equipment Operator	\$ 36.27	\$ 36.27	\$ 36.27	\$ 36.27	\$ 36.27
Instructor	\$ 26.80	\$ 26.80	\$ 26.80	\$ 26.80	\$ 26.80
Maintenance Trades Helper	\$ 32.11	\$ 32.11	\$ 32.11	\$ 32.11	\$ 32.11
Material Expediter	\$ 25.32	\$ 25.32	\$ 25.32	\$ 25.32	\$ 25.32
Material Handler Laborer	\$ 21.02	\$ 21.02	\$ 21.02	\$ 21.02	\$ 21.02
Messenger (Courier)	\$ 33.68	\$ 33.68	\$ 33.68	\$ 33.68	\$ 33.68
Motor Vehicle Mechanic	\$ 21.98	\$ 21.98	\$ 21.98	\$ 21.98	\$ 21.98
Order Filler	\$ 30.70	\$ 30.70	\$ 30.70	\$ 30.70	\$ 30.70
Recycling Laborer	\$ 35.68	\$ 35.68	\$ 35.68	\$ 35.68	\$ 35.68
Rigger	\$ 24.95	\$ 24.95	\$ 24.95	\$ 24.95	\$ 24.95
Scheduler, Maintenance	\$ 24.95	\$ 24.95	\$ 24.95	\$ 24.95	\$ 24.95
Secretary I	\$ 27.53	\$ 27.53	\$ 27.53	\$ 27.53	\$ 27.53
Secretary II	\$ 28.41	\$ 28.41	\$ 28.41	\$ 28.41	\$ 28.41
Secretary III	\$ 24.80	\$ 24.80	\$ 24.80	\$ 24.80	\$ 24.80
Shipping Packer	\$ 26.55	\$ 26.55	\$ 26.55	\$ 26.55	\$ 26.55
Shipping/Receiving Clerk	\$ 27.20	\$ 27.20	\$ 27.20	\$ 27.20	\$ 27.20
Shuttle Bus Driver	\$ 26.35	\$ 26.35	\$ 26.35	\$ 26.35	\$ 26.35
Stock Clerk	\$ 21.77	\$ 21.77	\$ 21.77	\$ 21.77	\$ 21.77
Store Worker I	\$ 31.53	\$ 31.53	\$ 31.53	\$ 31.53	\$ 31.53
Supply Technician	\$ 39.98	\$ 39.98	\$ 39.98	\$ 39.98	\$ 39.98
Technical Writer II	\$ 27.19	\$ 27.19	\$ 27.19	\$ 27.19	\$ 27.19
Tools & Parts Attendant	\$ 31.42	\$ 31.42	\$ 31.42	\$ 31.42	\$ 31.42
Truckdriver, Heavy	\$ 26.69	\$ 26.69	\$ 26.69	\$ 26.69	\$ 26.69
Truckdriver, Light	\$ 28.65	\$ 28.65	\$ 28.65	\$ 28.65	\$ 28.65
Truckdriver, Medium	\$ 31.48	\$ 31.48	\$ 31.48	\$ 31.48	\$ 31.48
Truck driver, Tractor-Trailer	\$ 27.19	\$ 27.19	\$ 27.19	\$ 27.19	\$ 27.19
Warehouse Specialist	\$ 30.50	\$ 30.50	\$ 30.50	\$ 30.50	\$ 30.50
Woodworker					

## LABOR CATEGORY DESCRIPTIONS

### Professional Labor Categories

#### 1. Program Manager:

**Minimum Experience:** Must have at least 8 years of experience in general program management.

**Duties:** Directs, coordinates, and exercises supervisory authority for planning, organizing, controlling, integrating and completing logistics or technically related programs. Develops and establishes procedures and guidelines for daily operation of assigned program. Executes and implements program directives and develops systems and controls to carry out program tasks. Determines work schedules, sets priorities, and implements procedures for performing work activities. Directs and monitors work results for meeting customer requirements, specifications, and quality assurance standards. Evaluates performance of assigned program tasks in terms of quality, cost control, and program schedules.

**Minimum Education:** Bachelor's degree and equivalent related experience.

#### 2. Project Manager:

**Minimum Experience:** Must have at least 6 years of experience in general project management.

**Duties:** Directs, coordinates, and exercises supervisory authority for planning, organizing, controlling, integrating and completing logistics or technically related projects. Develops and establishes procedures and guidelines for daily operation of assigned program. Executes and implements program directives and develops systems and controls to carry out program tasks. Determines work schedules, sets priorities, and implements procedures for performing work activities. Directs and monitors work results for meeting customer requirements, specifications, and quality assurance standards. Evaluates performance of assigned program tasks in terms of quality, cost control, and program schedules.

**Minimum Education:** Bachelor's degree and equivalent related experience.

#### 3. Subject Matter Expert (Level III):

**Minimum Experience:** Must have at least 10 years experience. Expert in one of the following areas: strategic planning, logistics, systems design, systems acquisition, operations research, performance specifications, life cycle management, and test and evaluation. May have authored and published articles or books in field of expertise.

**Duties:** Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Provides expert advice, assistance, or guidance in support of technical programs and projects. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations.

**Minimum Education:** Bachelor's degree or equivalent related experience.

#### 4. Subject Matter Expert (Level II)

**Minimum Experience:** Must have at least 8 years of experience. Expert in one of the following areas: strategic planning, logistics, systems design, systems acquisition, operations research, performance specifications, life cycle management, and test and evaluation. May have authored and published articles or books in field of expertise.

**Duties:** Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Provides expert advice, assistance, or guidance in support of technical programs and projects. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations.

**Minimum Education:** Bachelor's degree or equivalent related experience.

#### 5. Subject Matter Expert (Level I):

**Minimum Experience:** Must have at least 6 years of experience. Expert in one of the following areas: strategic planning, logistics, systems design, systems acquisition, operations research, performance specifications, life cycle management, and test and evaluation. May have authored and published articles or books in field of expertise.

**Duties:** Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Provides expert advice, assistance, or guidance in support of technical programs and projects. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations.

**Minimum Education:** Bachelor's degree or equivalent related experience.

**6. Senior Consultant:**

**Minimum Experience:** Must have at least 15 years of experience. Possesses a high-level of specialized expertise in a particular engineering discipline, sub-discipline, and/or technology involving definition and interpretation of engineering or logistics performance requirements. Experienced in decision making and managing multiple programs/ projects simultaneously. May have authored and published articles or books in field of expertise.

**Duties:** Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Leads concept development, system design, and simulation and modeling functions to support life cycle engineering or logistics activities. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations.

**Minimum Education:** Master's Degree or equivalent related experience.

**7. Consultant:**

**Minimum Experience:** Must have at least 15 years of experience. Possesses specialized expertise in a particular engineering discipline, sub-discipline, and/or technology involving definition and interpretation of engineering or logistics performance requirements. Experienced in decision making and managing multiple programs/projects simultaneously. May have authored and published articles or books in field of expertise.

**Duties:** Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Leads concept development, system design, and simulation and modeling functions to support life cycle engineering or logistics activities. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations.

**Minimum Education:** Bachelor's degree or equivalent related experience.

**8. Principal Engineer:**

**Minimum Experience:** Must have at least 10 years of experience in general engineering principles.

**Duties:** Applies knowledge of and experience with engineering principles and techniques to develop highly complex specifications and procedures, develop and analyze designs, and evaluate technical reports. Conducts research concerned with design, manufacture and test of components, equipment and systems, including application of equipment to new uses. Creates and analyzes highly complex engineering designs. Negotiates engineering and/or design requirements with customer representatives. May supervise other engineers and interact directly with customers.

**Minimum Education:** Bachelor's degree or equivalent related experience.

**9. Sr. Engineer:**

**Minimum Experience:** Must have at least 6 years of experience in general engineering principles.

**Duties:** Applies knowledge of and experience with engineering principles and techniques to develop complex specifications and procedures, develop and analyze designs, and evaluate technical reports. Evaluates and analyzes operational systems and recommends design modifications to eliminate causes of malfunction or changes in system requirements. May supervise other engineers.

**Minimum Education:** Bachelor's degree or equivalent related experience.

**10. Engineer:**

**Minimum Experience:** Must have at least 4 years of experience in general engineering principles.

**Duties:** Applies knowledge of and experience with engineering principles and techniques to develop moderately complex specifications and procedures, develop and analyze designs, and evaluate technical reports. Conducts research concerned with design, manufacture and test of components, equipment and systems, including application of equipment to new uses. Creates and analyzes moderately complex engineering designs.

**Minimum Education:** Bachelor's degree or equivalent related experience.



**11. Jr. Engineer:**

**Minimum Experience:** Must have basic knowledge of general engineering principles.

**Duties:** Applies engineering principles and techniques to develop routine specifications and procedures, develop and analyze designs, and evaluate technical reports. Assists in reviewing and preparing documentation of basic engineering designs. May correct drawings to ensure that products are in accordance with proper engineering techniques and specifications.

**Minimum Education:** Bachelor's degree or equivalent related experience.

**12. Senior Systems Analyst:**

**Minimum Experience:** Must have at least 6 years of experience in general systems analysis.

**Duties:** Applies knowledge of and experience with technological, programmatic, program management or business fields to support the analysis of complex systems engineering, systems technology, support systems, program management, management or other related programs. May supervise other analysts.

**Minimum Education:** Bachelors degree or equivalent related experience.

**13. Junior Systems Analyst:**

**Minimum Experience:** Must have at least some experience in general systems analysis.

**Duties:** Applies knowledge of and experience with technological, programmatic, program management or business fields to support the analysis of basic systems engineering, systems technology, support systems, program management, management or other related programs.

**Minimum Education:** Bachelor's degree or equivalent related experience.

**14. Sr. Engineering Technologist:**

**Minimum Experience:** Must have at least 9 years of experience in general engineering technologies applicable to systems acquisition and life cycle management and support.

**Duties:** Applies knowledge of and experience with complex technological concepts in civil electronic, electrical, mechanical, aeronautical, and related technological and engineering disciplines to prepare and accept specifications, design and production documentation, test plans and procedures. May supervise other employees, assist engineering change review boards, and participate on test evaluation review boards.

**Minimum Education:** Associates degree or equivalent related experience.

**15. Technical Support Specialist:**

**Minimum Experience:** Must have 0-5 years of experience in general engineering technologies applicable to systems engineering and life cycle management.

**Duties:** Applies knowledge of and experience with moderately complex technological concepts in civil, electronic, electrical, mechanical, aeronautical, and related technological and engineering disciplines to prepare and accept specifications, design and production documentation, test plans and procedures.

**Minimum Education:** Associates degree or equivalent related experience.

**16. Logistics Manager:**

**Minimum Experience:** Must have at least 6 years of experience in general logistics support.

**Duties:** Directs, coordinates, and exercises supervisory authority over a staff for planning, organizing, controlling, integrating, and completing logistic support activities designed to provide effective and efficient life cycle support to equipment and systems. Directs the preparation and implementation of integrated logistics support plans.

**Minimum Education:** Bachelors degree or equivalent related experience.

**17. Senior Logistics Analyst:**

**Minimum Experience:** Must have at least 6 years of experience in general logistics support.

**Duties:** Directs and coordinates integrated logistic support activities designed to provide effective and efficient life cycle support to equipment and systems. Designs integrated logistic support plans, logistic element plans, and maintenance plans.



**Minimum Education:** Bachelor's degree or equivalent related experience.

**18. Logistics Analyst:**

**Minimum Experience:** Must have at least 6 years of experience in general logistics support.

**Duties:** Directs and coordinates integrated logistic support activities designed to provide effective and efficient life cycle support to equipment and systems. Formulates customer program requirements from consideration of equipment design and other data and recommends appropriate program activities from conceptual stage throughout life cycle of product.

**Minimum Education:** Associates degree or equivalent related experience.

**19. Junior Logistics Analyst:**

**Minimum Experience:** Must have 0-2 years of experience in general logistics support.

**Duties:** Analyzes and coordinates integrated logistic support activities designed to provide effective and efficient life cycle support to equipment or systems. Prepares handbooks, bulletins, and information systems to provide logistic support. Compiles data on standardization and interchangeability of parts to expedite logistics activities. Maintains logistic records of operation or project.

**Minimum Education:** Associates degree or equivalent related experience.

**20. Material Management Specialist:**

**Minimum Experience:** Must have at least 4 years of experience in general acquisition support.

**Duties:** Applies principles, techniques, and policies of acquisition management to the development, installation, deployment and operation of new and existing systems. Identifies and monitors expenditures, provides projections, and prepares interim status and completion project reports.

**Minimum Education:** Associates degree or equivalent related experience.

**21. Senior Program Analyst:**

**Minimum Experience:** Must have at least 6 years of experience in general program analysis and Integrated Logistics Support (ILS) management.

**Duties:** Responsible for planning, organizing and supervising a staff involved in ILS activities. Directs the preparation of ILS element planning documents and interfaces with various support activities to ensure all logistics requirements are met.

**Minimum Education:** Bachelor's degree or equivalent related experience.

**22. Program Analyst:**

**Minimum Experience:** Must have at least 8 years of experience in general program analysis and management.

**Duties:** Develops and implements efficient methodologies to monitor the progress and compliance of one or more activities in meeting established program and/or contract milestones and deliverables.

**Minimum Education:** Associates degree or equivalent related experience.

**23. Senior Financial Analyst:**

**Minimum Experience:** Must have at least 6 years of experience in general accounting and financial disciplines.

**Duties:** Applies broad knowledge of accounting and finance principles in the analysis and evaluation of the prior, current, and future financial conditions of ongoing and future projects, programs and operations to determine status, performance, expenditures and revenues.

**Minimum Education:** Bachelor's degree or equivalent related experience.

**24. Financial Analyst:**

**Minimum Experience:** Must have at least 6 years of experience in general accounting and financial disciplines.

**Duties:** Applies broad knowledge of accounting and finance principles in the analysis and evaluation of the prior, current, and future financial conditions of ongoing and projected projects, programs and operations to determine status, performance, expenditures and revenue.

**Minimum Education:** Associates degree or equivalent related experience.

**25. Information Systems Administrator:**

**Minimum Experience:** Must have at least 4 years of experience in computer systems, networks, and database applications.

**Duties:** Designs, develops, implements, and coordinates database applications and data communication networks to accommodate a variety of user needs. Maintains Local Area Networks (LANs) and other automated systems ensuring system availability to users. Corrects system discrepancies reported by users through a help desk.

**Minimum Education:** Bachelor's degree or equivalent related experience.

**26. Field Engineer:**

**Minimum Experience:** Must have at least 8 years of experience in general engineering principles.

**Duties:** Applies broad and diversified knowledge of principles and techniques in civil, electronic, mechanical and related engineering fields to provide on-site technical and operational support in the design, development, installation, test, and maintenance of equipment and systems.

**Minimum Education:** Associates degree or equivalent related experience.

**27. Junior Field Engineer:**

**Minimum Experience:** Must have at least 4 years of experience in general engineering principles.

**Duties:** Applies broad and diversified knowledge of principles and techniques in electronic, mechanical and related engineering fields to provide on-site technical and operational support in the design, development, installation, test, and maintenance of equipment and systems.

**Minimum Education:** Associates degree or equivalent related experience.

**28. Supervisor, Warehouse and Inventory:**

**Minimum Experience:** Must have at least 7 years of experience in general logistics processes and warehouse and inventory operations.

**Duties:** Responsible for organizing and supervising employees engaged in material operations within the warehouse, including material preservation, issue, and redistribution. Responsible for the security of inventory and stored goods, and the design and layout of the warehouse or storage areas. Manages inventory quality assurance through the employment of scheduled and spot physical inventories.

**Minimum Education:** Associates degree or equivalent related experience.

**29. Supervisor, Receiving and Shipping:**

**Minimum Experience:** Must have at least 7 years of experience in general logistics processes and receiving and shipping operations.

**Duties:** Responsible for overseeing the operations of incoming and outgoing shipments of material, including packing, preservation, preparation of bills of lading, and material delivery to customers. Supervises a staff operation in the receipt of equipment, materials, and supplies and the preparing of purchase orders for necessary supplies. Selects freight carriers and monitors their performance and approves paperwork prior to submitting freight payment.

**Minimum Education:** Associates degree or equivalent related experience.

**30. Senior Administrative Analyst:**

**Minimum Experience:** Must have at least 4 years of experience in general logistics processes and administrative analyses.

**Duties:** Develops and implements efficient methodology to monitor the progress and compliance of one or more activities in meeting established program and/or contract milestones and deliverables. Provides management and customer with task progression and task methodology. Conducts special studies, analyses, and investigations of practices and procedures and makes recommendations to promote efficiency. Develops management information systems. May supervise other employees.

**Minimum Education:** Bachelor's degree or equivalent related experience.

## SCA LABOR CATEGORY DESCRIPTIONS

### SCA DIRECTORY OF OCCUPATIONS

(Fifth Edition)

#### **01060 DISPATCHER, MOTOR VEHICLE (Motor Vehicle Utilization Assistant)**

This position is responsible for the assignment of motor vehicles and drivers for conveyance of freight or passengers, and compiles lists of available vehicles. The assignment of vehicles is determined by factors such as length and purpose of trip, freight or passenger requirements, and preference of user. Additional responsibilities include the issuance of keys, record sheets, and driver credentials. The Dispatcher records time of departure, destination, cargo, expected time of return and investigates overdue vehicles. The Dispatcher may confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise, maintain record of mileage, fuel used, repairs made, and other expenses. The Dispatcher may establish service or delivery routes, supervise loading and unloading, issue equipment to drivers, (such as hand trucks, dollies, and blankets), direct activities of drivers, assign helpers to drivers, work at vehicle distribution centers, and assign vehicles to customer agencies. **Minimum Education:** High School Diploma or Equivalent. Experience: 1-3 Years

#### **01070 DOCUMENT PREPARATION CLERK (Document Preparer)**

This position prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying. The Document Preparation Clerk cuts documents into individual standardized pages, using a paper cutter or razor knife. Document pages are reproduced as necessary to improve clarity or to adjust the standardized page size according to the limitations of the designated copy machine. The Document Preparation Clerk stamps standard symbols on pages or inserts instruction cards to notify Duplicating Machine Operator of special handling, prepares cover sheets and document folders for material, and index cards for files, and files folder according to index code and copies priority schedule. **Minimum Education:** High School Diploma or Equivalent. Experience: 1-3 Years

#### **01111 GENERAL CLERK I**

This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task. **Minimum Education:** High School Diploma or Equivalent. Experience: 1-3 Years.

#### **01112 GENERAL CLERK II**

This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others. **Minimum Education:** High School Diploma or Equivalent. Experience: 1-3 Years

#### **01113 GENERAL CLERK III**

This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of

financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints.

The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers. **Minimum Education:** High School Diploma or Equivalent. Experience: 3-5 Years

### **01141 MESSENGER COURIER**

The Messenger Courier delivers messages, documents, packages and mail to various business concerns or governmental agencies. An employee in this role may perform the following: miscellaneous errands,

such as carrying mail within the base and sorting or opening incoming and outgoing mail, obtain receipts for articles delivered and keep a log of items received and delivered, or deliver items to offices and departments within an establishment. The Messenger Courier may use a bicycle, golf cart, or motorcycle to perform these duties.

**Minimum Education:** High School Diploma or Equivalent. Experience: 1-3 Years

**(Note: Employees who regularly perform driving duties should be classified as a Driver Courier, which is listed under Transportation.)**

### **01300 SCHEDULER, MAINTENANCE**

This position schedules vehicle repairs and lubrication for vehicle-maintenance, schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. The Maintenance Scheduler contacts garage to verify availability of facilities, notifies parking garage workers to deliver specified vehicles, and maintains a file of requests for services.

**Minimum Education:** High School Diploma or Equivalent. Experience: 1-3 Years

### **SECRETARY\* (Occupational Base)**

This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs.

#### **Classification by Level**

Secretary jobs that meet the required characteristics are matched at one of three levels according to two factors: (a) level of the secretary's supervisor within the overall organizational structure, and (b) level of the secretary's responsibility. The table following the explanations of these factors indicates the level of the secretary for each combination of factors.

#### **Level of Secretary's Supervisor (LS)**

Secretaries should be matched with one of the three LS levels below that best describes the organization of the secretary's supervisor.

**LS-1** Organizational structure is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings.

**LS-2** Organizational structure is complex and is divided into subordinate groups that usually differ from each other as to subject matter, function, etc. Supervisor usually directs staff through intermediate supervisors. Internal procedures and administrative controls are formal. An entire organization (e.g., division, subsidiary, or parent organization) may contain a variety of

subordinate groups that meet the LS-2 definition. Therefore, it is not unusual for one LS-2 supervisor to report to another LS-2 supervisor.

The presence of subordinate supervisors does not by itself, mean LS-2 applies. For example, a clerical processing organization divided into several units, each performing very similar work, is placed in LS-1.

In smaller organizations or industries such as retail trades, with relatively few organizational levels, the supervisor may have an impact on the policies and major programs of the entire organization, and may deal with important outside contacts as described in LS-3.

**LS-3** Organizational structure is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level. Executive's program(s) are usually interlocked on a direct and continuing basis with other major organizational segments, requiring constant attention to extensive formal coordination, clearances, and procedural controls.

Executive typically has: financial decision-making authority for assigned program(s); considerable impact on the entire organization's financial position or image; and responsibility for, or has staff specialists in such areas as, personnel and administration for assigned organization. Executive plays an important role in determining the policies and major programs of the entire organization, and spends considerable time dealing with outside parties actively interested in assigned program(s) and current or controversial issues.

#### Level of Secretary's Responsibility (LR)

This factor evaluates the nature of the work relationship between the secretary and the supervisor or staff, and the extent to which the secretary is expected to exercise initiative and judgment. Secretaries should be matched at the level best describing their level of responsibility. When a position's duties span more than one LR level, the introductory paragraph at the beginning of each LR level should be used to determine which of the levels best matches the position. (Typically, secretaries performing at the higher levels of responsibility also perform duties described at the lower levels.)

**LR-1** Carries out recurring office procedures independently, and selects the guideline or reference that fits the specific case. The supervisor provides specific instructions on new assignments and checks completed work for accuracy. The LR-1 performs varied duties including or comparable to the following:

- a. Respond to routine telephone requests that have standard answers; refer calls and visitors to appropriate staff. Control mail and assure timely staff response, and send form letters;
- b. As instructed, maintain supervisor's calendar, make appointments, and arrange for meeting rooms;
- c. Review materials prepared for supervisor's approval for typographical accuracy and proper format;
- d. Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans;
- e. Requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and maintain office files.

**LR-2** handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following:

- a. Screen telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; determine which requests should be handled by the supervisor, appropriate staff member or other offices, prepare and sign routine non-technical correspondence in own or supervisor's name;
- b. Schedule tentative appointments without prior clearance. Make arrangements for conferences and meetings and assemble established background materials as directed. May attend meetings and record and report on the proceedings;
- c. Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed;
- d. Collect information from the files or staff for routine inquiries on office program(s) or periodic reports, and refer non-routine requests to supervisor or staff;



e. Explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel and administrative forms for the office and forwards for processing. **LR-3** uses greater judgment and initiative to determine the approach or action to take in non-routine situations, interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:

- a. Based on knowledge of the supervisor's views, compose correspondence on own initiative about administrative matters and general office policies for supervisor's approval;
- b. Anticipate and prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered;
- c. Read publications, regulations, and directives and take action or refer those that are important to the supervisor and staff;
- d. Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions;
- e. Advise secretaries in subordinate offices on new procedures; request information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc., and shifts clerical staff to accommodate workload needs.

***Excludes secretaries performing any of the following duties:***

Acting as office manager for the executive's organization, e.g., determines when new procedures are needed for changing situations and devises and implements alternatives; revising or clarifying procedures to eliminate conflict or duplication; identifying and resolving various problems that affect the orderly flow of work in transactions with parties outside the organization.

Preparing agenda for conferences; explain discussion topics to participants; drafts introductions and develops background information and prepares outlines for executive or staff member(s) to use in writing speeches.

The LR-3 advises individuals outside the organization on the executive's views on major policies or current issues facing the organization; contacts or responds to contact from high-ranking outside officials (e.g., city or state officials, members of congress, presidents of national unions or large national or international firms, etc.) in unique situations. These officials may be relatively inaccessible, and each contact typically must be handled differently, using judgment and discretion.

**CRITERIA FOR MATCHING SECRETARIES BY LEVEL**

Secretary I (01311) Minimum Education: High School Diploma or Equivalent. Experience: 1-3 Years

Secretary II (01312) Minimum Education: High School Diploma or Equivalent. Experience: 1-3 Years

Secretary III (01313) Minimum Education: High School Diploma or Equivalent. Experience: 3-5 Years

Intentionally blank	LR-1	LR-2	LR-3
LS-1	I 01311	II 01312	III 01313
LS-2	I 01311	III 01313	
LS-3	I 01311		

**01410 SUPPLY TECHNICIAN**

This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require



consideration of program requirements together with specific variations in or from standardized guidelines. Assignments require:

- (a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.

**Minimum Education:** High School Diploma or Equivalent. Experience: 3-5 Years

### **05190 MOTOR VEHICLE MECHANIC**

The Motor Vehicle Mechanic repairs, rebuilds, or overhauls major assemblies of internal combustion automobiles, buses, trucks or tractors. Work involves most of the following: Diagnosing the source of trouble and determining the extent of repairs required; replacing worn or broken parts such as piston rings, bearings, or other engine parts; grinding and adjusting valves; rebuilding carburetors; overhauling transmissions; and repairing fuel injection, lighting, and ignition systems. In general, the work of the Motor Vehicle Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent.

**Minimum Education:** High School Diploma or Equivalent. Experience: 1-3 Years

### **15080 GRAPHIC ARTIST**

The Graphic Artist works with the courseware production team to design and develop graphic/visual effects used in courseware material. This position requires the use of specialized computer software to develop high quality computer illustrations, technical drawings, and animations supporting various media used within the training curriculum. The Graphic Artist is capable of using specialized hardware and/or software for video/audio capture and editing of multimedia presentations, incorporates principles of layout design throughout the courseware production process, and is responsible for quality control, review and revision of all aspects of graphics development.

**Minimum Education:** College Associates Degree or Technical Certification Equivalent. Experience: 3-5 Years

### **15090 TECHNICAL INSTRUCTOR**

The Technical Instructor teaches one or more short courses in a technical trade or craft such as electricity, electronics, surveying, aircraft or ship fundamentals, prepares an instructional program in accordance with training or other course requirements, assembling materials to be presented. The incumbent teaches assigned topics in accordance with approved curriculum effectively utilizing all allotted time, maintains proficiency in instructional techniques, incorporates current examples in the teaching process (e.g. develops clarification or real world examples of application related to the subject matter); develops and maintains classroom techniques that reflect professionalism, good discipline and enhance teaching. The Technical Instructor alternates teaching techniques in order to maintain high motivation and interest in the subject areas, administers grades, records and critiques examinations; prepares and administers remedial assignments, submits written recommendations for curriculum updates to ensure consistency with changes and innovations in latest applicable publications or documents.

**Minimum Education:** College Associates Degree or Technical Certification Equivalent.  
Experience: 3-5 Years

### **21020 FORKLIFT OPERATORS**

The Forklift Operator operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds within a warehouse, manufacturing plant, or other establishment.

**Minimum Education:** High School Diploma or Equivalent. Experience: 1-3 Years

### **21040 MATERIAL EXPEDITER**

The Material Expediter executes the following: locates and moves materials and parts between work areas of plant to expedite processing of goods, according to pre-determined schedules and priorities, and

keeps related record, reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders, confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials, locates and moves materials to specified production areas, using cart or hand truck, and records quantity and type of materials distributed and on hand. Work may include the following tasks: directing Power-Truck Operator or Material Handling Laborer to expedite movement of materials between storage and production areas, compare work ticket specifications with material at work stations to verify appropriateness of material in use, prepare worker production records and timecards, and may update and maintain inventory records, using computer terminal.

**Minimum Education:** High School Diploma or Equivalent. Experience: 1-3 Years

### **21050 MATERIAL HANDLING LABORER**

This person will perform physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow.

**Minimum Education:** High School Diploma or Equivalent. Experience: 1-3 Years

**Excluded from this definition are workers whose primary function involves:**

- a. Participating directly in the production of goods (e.g., moving items from one production station to another or placing them on or removing them from the production process);
- b. Stocking merchandise for sale;
- c. Counting or routing merchandise;
- d. Operating a crane or heavy-duty motorized vehicle such as forklift or truck;
- e. Loading and unloading ships (alongshore workers);
- f. Traveling on trucks beyond the establishment's physical location to load or unload merchandise.

### **21071 ORDER FILLER**

The Order Filler fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. This worker may, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties.

**Minimum Education:** High School Diploma or Equivalent. Experience: 1-3 Years

### **21110 SHIPPING PACKER**

Someone in this position prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers, and may involve one or more of the following: knowledge of various items of stock in order to verify content, selection of appropriate type and size of container, inserting enclosures in container; using excelsior or other material to prevent breakage or damage, closing and sealing container, and applying labels or entering identifying data on container.

**Excludes** packers who also make wooden boxes or crates.

**Minimum Education:** High School Diploma or Equivalent. Experience: 1-3 Years

### **21130 SHIPPING/RECEIVING CLERK**

The Shipping/Receiving Clerk performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, this worker follows established guidelines. In handling unusual non-routine problems, this worker receives specific guidance from supervisor or other officials. This incumbent may direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles, and preparing and

keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records, checking for damaged goods, insuring that goods are appropriately identified for routing to departments within the establishment, and preparing and keeping records of goods received.

**Minimum Education:** High School Diploma or Equivalent. Experience: 1-3 Years

### **21140 STORE WORKER I**

The Store Worker I will perform the following tasks at an establishment whose primary function is that of the resale of merchandise in a retail environment, move merchandise by use of non-motorized equipment that is intended for display and resale purposes, include the cleaning of merchandise on or in display fixtures utilizing various merchandise techniques common to retail trade. Merchandise may be displayed by a predetermined placement system using labels or other identifying marks. This worker will maintain the display sales area by straightening merchandise to give a neat, full, and salable appearance, removing damaged or outdated merchandise, and displaying merchandise in such a manner to maintain freshness and sale dates, may determine display or sale requirements from existing inventory, may be required to keep inventory forms of merchandise stocked and merchandise returned to storage, may be required to affix labels to merchandise indicating sale price, item description, or other information, and may be required to offer customer or patron assistance with the location or selection of merchandise.

**Minimum Education:** High School Diploma or Equivalent. Experience: 1-3 Years

**Note: this class excludes any work performed in a warehouse, see warehousing classifications.**

### **21150 STOCK CLERK (Shelf Stocker; Store Worker II)**

The Stock Clerk receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. This worker sorts, or weighs incoming articles to verify receipt of items on requisition or invoice, examines stock to verify conformance to specifications, stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material, fills orders or issues supplies from stock, prepares periodic, special or perpetual inventory of stock, and requisitions articles to fill incoming orders. This worker also compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments, may mark identifying codes, figures, or letters on articles, may distribute stock among production workers, keeping records of material issued, may make adjustments or repairs to articles carried in stock, and may cut stock to size to fill order.

**Minimum Education:** High School Diploma or Equivalent. Experience: 1-3 Years

### **21210 TOOLS AND PARTS ATTENDANT (Tool Crib Attendant)**

This incumbent receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in an industrial establishment. The Tools and Parts Attendant does the following keeps records of tools issued to and returned by workers, searches for lost or misplaced tools, prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed, unpacks and stores new equipment; visually inspects tools or measures with micrometer for wear or defects and reports damaged or worn-out equipment to superiors; may coat tools with grease or other preservative, using a brush or spray gun, and may attach identification tags or engrave identifying information on tools and equipment using electric marking tool.

**Minimum Education:** High School Diploma or Equivalent. Experience: 1-3 Years

### **21410 WAREHOUSE SPECIALIST (Warehouse Worker)**

As directed, the Warehouse Specialist performs a variety of warehousing duties that require an understanding of the establishment's storage plan. Work involves most of the following: verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages, routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods, rearranging and taking inventory of stored materials,

examining stored materials and reporting deterioration and damage, removing material from storage and preparing it for shipment. This worker may operate hand or power trucks in performing warehousing duties. **Minimum Education:** High School Diploma or Equivalent. Experience: 1-3 Years

**Note:** Exclude workers whose primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift Operator).

### **23181 ELECTRONICS TECHNICIAN MAINTENANCE I**

The Electronics Technician Maintenance I applies basic technical knowledge to perform simple or routine tasks following detailed instructions, performs such tasks as replacing components, wiring circuits, repairing simple electronic equipment; and taking test readings using common instruments such as digital multi-meters, signal generators, semiconductor testers, curve tracers, and oscilloscopes. This person works under close supervision receiving technical guidance from supervisor or higher-level technician. Work is checked frequently for accuracy.

**Minimum Education:** High School Diploma or Equivalent Technical Certification. Experience: 1-3 Years

### **23182 ELECTRONICS TECHNICIAN MAINTENANCE II**

The Electronics Technician Maintenance II applies basic and some advanced technical knowledge to solve routine problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence, in selecting tools, testing instruments, and is reviewed for compliance with accepted practices. This technician works under immediate supervision and achieves technical guidance, as required, from supervisor or higher-level technician.

**Minimum Education:** High School Diploma or Equivalent Technical Certification. Experience: 3-4 Years

### **23183 ELECTRONICS TECHNICIAN MAINTENANCE III**

The Electronics Technician Maintenance III applies advanced technical knowledge to solve complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering changes. Work typically requires an understanding of the interrelationships of circuits, exercising independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow, using complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. This position may provide technical guidance to lower level technicians.

**Minimum Education:** High School Diploma or Equivalent Technical Certification. Experience: 3-5 Years

### **23312 FUEL DISTRIBUTION SYSTEM OPERATOR**

The Fuel Distribution System Operator receives, stores, transfers, and issues fuel through pipelines at main line or terminal stations, receives fuel by tanker, ships fuel by pipeline, tank car, tank truck, and barge, prepares and checks receiving or ship's documents, connects lines, grounding wires, and loading and off loading arms or hoses to pipelines; and visually inspects samples of fuel, and checks gravity and flashpoint. This operator gauges tanks for water, temperature, and fuel levels, checks pumping systems for correct operating pressure or unusual noises, performs preventive maintenance and repairs on terminal systems, assists in maintenance of government-owned railroad loading and switch area, performs general housekeeping and grounds maintenance for terminal, pipeline and dock areas.

**Minimum Education:** High School Diploma or Equivalent. Experience: 1-3 Years

### **23430 HEAVY EQUIPMENT MECHANIC**

The Heavy Equipment Mechanic analyzes malfunctions and repairs, rebuilds and maintains power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools. This worker

operates and inspects machines or equipment to diagnose defects, dismantles and reassembles equipment, using hoists and hand tools, examines parts for damage or excessive wear, using micrometers and gauges, replaces defective engines and subassemblies, such as transmissions, and tests overhauled equipment to insure operating efficiency. The mechanic welds broken parts and structural members, may direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment, and may repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines.

**Minimum Education:** High School Diploma or Equivalent Technical Certification. Experience: 1-3 Years

### **23440 HEAVY EQUIPMENT OPERATOR**

The Heavy Equipment Operator operates heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scrapper attachments. Equipment is used to excavate, load, or move dirt, gravel, or other materials. Operator may read and interpret grade and slope stakes and simple plans, and may grease, adjust and make emergency repairs to equipment.

**Minimum Education:** High School Diploma or Equivalent. Experience: 1-3 Years

### **23580 MAINTENANCE TRADES HELPER**

The Maintenance Trades Helper assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill such as: keeping a worker supplied with materials and tools, cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade. In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas and in others, the worker is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.

**Minimum Education:** High School Diploma or Equivalent. Experience: Entry Level

### **23850 RIGGER**

A Rigger assembles rigging to lift and move equipment or material in manufacturing plant or shipyard, selects cables, ropes, pulleys, winches, blocks, and sheaves, according to weight and size of load to be moved, attaches pulley and blocks to fixed overhead structures, such as beams, ceilings, and gin pole booms, with bolts and clamps, attaches load with grappling devices, such as loops, wires, ropes and chains, to crane hook, gives directions to Bridge-or-Gantry-Crane Operator or Hoisting Engineer engaged in hoisting and moving loads to insure safety of workers and material handled, using hand signals, loudspeaker, or telephone. The Rigger also sets up, braces, and rigs hoisting equipment, using hand tools and power wrenches, splices rope and wire cables to make or repair slings and tackle, and may direct workers engaged in hoisting machinery and equipment into ships.

**Minimum Education:** High School Diploma or Equivalent. Experience: 2-3 Years

### **23980 WOODWORKER**

The Woodworker constructs and repairs items such as boxes, crates, pallets, and storage bins from wood and wood substitutes, studies specifications; and measures, marks, and cuts boards, using patterns, templates, ruler, pencil, and hand and power saws. This worker fastens or installs parts, using hammer, nailing machine, or power staple, repairs defective containers by replacing damaged parts, inserts wood bracings, cardboard files, and felt pads in containers. This incumbent may build crate around object, using ruler, hand tools, and pneumatic nailer, may fabricate, repair, modify, and replace woodwork on vehicle sides and beds, apply preservative to prolong wood life, and may pack, seal, band, and apply markings to crates and containers.

**Minimum Education:** High School Diploma or Equivalent. Experience: 1-3 Years

### **29010 BLOCKER AND BRACER**

The Blocker and Bracer secures cargo in or aboard cargo carriers such as trucks, vans, trailers, railroad cars, sea vans, barges and ships to prevent damage during its transportation, determines appropriate



lumber size and kind and prepares the lumber required for braces, chocks, blocks, beams, planking, cribbing, skids, cradles, saddles, etc., using hand and power tools. This worker nails, spikes, bolts, or fastens with wood screws or lag screws supporting and bracing fixtures to secure cargo items, constructs weatherproof shelters over some types of deck loads, guys, lashes and binds heavy equipment to pad eyes, rings, eyelets, hooks, stanchions, cleats, or other supporting fixtures using chains, ropes, cable, wires or metal straps. This worker constructs temporary trestles, decking, bulkheads, cribbing and sheathing, and cuts dunnage to support, stiffen, or separate bulky or heavy cargo.

**Minimum Education:** High School Diploma or Equivalent. Experience: Entry Level

### **30061 DRAFTER/CAD OPERATOR I**

This operator prepares drawings or computer models of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints, selects appropriate templates/computer programs or uses a compass and other equipment needed to complete assignments. Drawings and models fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy. Typical assignments include:

- a. Revisions to the original drawings of a plumbing system by increasing pipe diameters.
- b. Drawing from sketches, the building floor plans, determining size, spacing and arrangement of freehand lettering according to scale.
- c. Drawing simple land profiles from predetermined structural dimensions and reduced survey notes.
- d. Tracing river basin maps and enters symbols to denote stream sampling locations, municipal and industrial waste discharges, and water supplies.
- e. Preparing a computer model of a room, building, structure from data, prints, photos.

**Minimum Education:** High School Diploma or Equivalent Technical Certification. Experience: 1-3 Years

### **30062 DRAFTER/CAD OPERATOR II**

This operator prepares various drawings computer models of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting and CAD techniques and a working knowledge of the terms and procedures of the occupation. The Draft/CAD Operator II makes arithmetic computations using standard formulas. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings or computer models may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches, computer models or specifications that clearly depict the desired product.

Typical assignments include:

- a. Preparing several views of a simple gear system from a layout and manual references and obtaining dimensions and tolerances from manuals and by measuring the layout.
- b. Preparing and revising detail and design drawings for such projects as the construction and installation of electrical or electronic equipment, plant wiring, and the manufacture and assembly of printed circuit boards. Drawings typically include details of mountings, frames, guards, or other accessories; conduit layouts; or wiring diagrams indicating transformer sizes, conduit locations and mountings.
- c. Drawing base and elevation views, sections, and details of new bridges or other structures, revising complete sets of roadway drawings for highway construction projects, or preparing block maps, indicating water and sewage line locations.

**Minimum Education:** High School Diploma or Equivalent Technical Certification. Experience: 2-4 Years



### **30063 DRAFTER/CAD OPERATOR III**

This operator prepares complete sets of complex drawings or computer models that include multiple views, detail drawings, and assembly drawings. Drawings or models include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to draw land contours or to compute weights, center of gravity, load capacities, dimensions, quantities of material, etc. The Draft/CAD Operator works from sketches, computer models, and verbal information supplied by an engineer, architect, or designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments. This operator selects required information from computer programs, and internet sites, precedents, manufacturers' catalogs, and technical guides. This operator independently resolves most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems. Typical assignments include:

- a. Prepares complete sets of drawings of test equipment to be manufactured from layouts, models, or sketches. Several cross-sectional and subassembly drawings are required. From information supplied by the design originator and from technical handbooks and manuals, this operator describes dimensions, tolerances, fits, fabrication techniques, and standard parts to use in manufacturing the equipment.
- b. From electronic schematics, information as to maximum size, and manuals giving dimensions of standard parts, determines the arrangement and prepares drawing of printed circuit boards.
- c. From precedents, drafting standards, and established practices, prepares final construction drawings for floodgates, navigation locks, dams, bridges, culverts, levees, channel excavations, dikes and berms, prepares boring profiles, typical cross-sections, and land profiles; and delineates related topographical details as required.
- d. Prepares final drawings for street paving and widening or for water and sewer lines having complex trunk lines; reduces field notes and calculates true grades. From engineering designs, lays out plan, profile and detail appurtenances required; and notifies supervisor of conflicting details in design.

**Minimum Education:** High School Diploma or Equivalent Technical Certification. Experience: 3-5 Years

Excludes drafter performing work of similar difficulty to that described at this level but who provides support for a variety of organizations that have widely differing functions or requirements.

### **30064 DRAFTER/CAD OPERATOR IV**

This operator works closely with design originators, preparing drawings or computer models of unusual, complex, or original designs that require a high degree of precision, performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. This incumbent assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced, exercises independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, this worker may occasionally interpret general designs prepared by others to complete minor details, may provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.

**Minimum Education:** High School Diploma or Equivalent Technical Certification. Experience: 3-5 Years

### **30462 TECHNICAL WRITER II**

In this capacity, the Technical Writer revises or writes material that is mostly standardized for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. The incumbent receives assignment and technical information from a supervisor or senior writer, may be provided notes or manuals containing operating procedures and details, and may observe production, developmental or experimental activities to expand or verify the provided operating procedures and details.

This worker accesses manufacturers' catalogs, drawings and other data relative to operation, maintenance, and service of equipment, may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This writer organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, may select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication, and arrange for typing, duplication and distribution of material. This writer may draft speeches, articles, and public or employee relations releases, or specialize in writing material regarding work methods and procedures.

**Minimum Education:** College Associates Degree or Equivalent. Experience: 2-4 Years

### **31030 BUS DRIVER**

The Bus Driver drives bus to transport passengers over specified routes to local or distant points according to time schedule, assists passengers with baggage and collects tickets or cash fares, regulates heating, lighting, and ventilating systems for passenger comfort, complies with local traffic regulations, and reports delays or accidents. The Bus Driver records cash receipts and ticket fares, may make repairs and change tires, may inspect bus and check gas, oil, and water before departure, load or unload baggage or express checked by passengers in baggage compartment; transports pupils between pickup points and school, and may drive diesel or electric powered transit bus to transport passengers over established city route.

**Minimum Education:** High School Diploma or Equivalent. Experience: 1-3 Years

### **31290 SHUTTLE BUS DRIVER (Van Driver)**

The Shuttle Bus Driver (Van Driver) drives minibus or van to transport clients, trainees, or company personnel; drives vehicle from individual or central loading area to social services or rehabilitation center, training location, job site, or other destination according to assigned schedule. This driver may assist disabled passengers into and out of vehicle, secure passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip; may operate radio or similar device to communicate with base station or other vehicles to report disruption of service, clean and/or service vehicle with fuel, lubricants, and accessories, keep records of trips and/or behavior of passengers, and perform other duties when not driving such as, custodial and building maintenance tasks.

**Minimum Education:** High School Diploma or Equivalent. Experience: 1-3 Years

### **TRUCKDRIVER (Occupational Base)**

The Truck driver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order.

**Sales route and over-the-road drivers are excluded.**

An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the

rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle:

### **31361 TRUCKDRIVER, LIGHT TRUCK**

Straight truck, less than 1 1/2 tons, usually 4 wheels.

**Minimum Education:** High School Diploma or Equivalent. Experience: 1-3 Years

### **31362 TRUCKDRIVER, MEDIUM TRUCK**

Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels.

**Minimum Education:** High School Diploma or Equivalent. Experience: 1-3 Years

### **31363 TRUCKDRIVER, HEAVY TRUCK**

Straight truck, over 4 tons, usually 10 wheels.

**Minimum Education:** High School Diploma or Equivalent. Experience: 1-3 Years

### **31364 TRUCKDRIVER, TRACTOR-TRAILER**

A trailer having a set or several sets of wheels at the rear only, with the forward portion being supported by the truck tractor or towing vehicle.

**Minimum Education:** High School Diploma or Equivalent. Experience: 1-3 Years

### **99710 RECYCLING LABORER**

The Recycling Laborer sorts through collected trash and debris for recyclable materials and separates items into established categories such as aluminum, ferrous metals, glass, high-grade white paper, and corrugated paper. This worker discards contaminants and other items that cannot be recycled.

**Minimum Education:** High School Diploma or Equivalent. Experience: Entry Level.

## **SCA MATRIX**

PROPOSAL LABOR TITLE	LABOR TITLE/WAGE DETERMINATION	CATEGORY	WD LABOR GRADE
Logistics Manager	Transportation, Storage, and Distribution Managers	Exempt	11-3071
Program Manager	General and Operations Managers	Exempt	11-1021
Project Manager	General and Operations Managers	Exempt	11-1021
Subj Matter Expert Level I	Training and Development Specialists	Exempt	13-1073
Subj Matter Expert Level II	Training and Development Specialists	Exempt	13-1073
Subj Matter Expert Level III	Training and Development Specialists	Exempt	13-1073
Technical Support Specialist	Training and Development Specialists	Exempt	13-1073
Consultant	Management Analysts	Exempt	13-1111
Logistics Analyst	Management Analysts	Exempt	13-1111
Program Analyst	Management Analysts	Exempt	13-1111
Sr. Consultant	Management Analysts	Exempt	13-1111
Sr. Logistics Analyst	Management Analysts	Exempt	13-1111
Sr. Program Analyst	Management Analysts	Exempt	13-1111
Financial Analyst	Financial Analyst	Exempt	13-2051

Sr. Financial Analyst	Financial Analysts	Exempt	13-2051
Sr. Systems Analyst	Computer Systems Analysts	Exempt	15-1051
Information Systems Administrator	Network and Computer Systems Administrators	Exempt	15-1071
Jr. Systems Analyst	Network Systems and Data Communications Analysts	Exempt	15-1081
Engineer	Architecture and Engineering Occupations	Exempt	17-0000
Sr. Eng Technologist	Architecture and Engineering Occupations	Exempt	17-0000
Sr. Engineer	Architecture and Engineering Occupations	Exempt	17-0000
Field Engineer	Civil Engineers	Exempt	17-2051
Principal Engineer	Civil Engineers	Exempt	17-2051
Jr. Field Engineer	Civil Engineering Technicians	Exempt	17-3022
Jr. Engineer	Electro-Mechanical Technicians	Exempt	17-3024
Sr. Administrative Analyst	First-Line Supervisors/Managers of Transportation and Material-Moving Machine and Vehicle Operators	Exempt	43-1011
Jr. Logistics Analyst	Statistical Assistants	Exempt	43-9111
Mat'l Mgmt Specialist	Transportation and Material Moving Occupations	Exempt	53-0000
Supervisor, Shipping and Receiving	First-Line Supervisors/Managers of Transportation and Material-Moving Machine and Vehicle Operators	Exempt	53-1031
Supervisor, Warehouse and Inventory	First-Line Supervisors/Managers of Transportation and Material-Moving Machine and Vehicle Operators	Exempt	53-1031
Blocker and Bracer	Blocker and Bracer	SCA	29010
Bus Driver	Bus Driver	SCA	31030
Dispatcher, Motor Vehicle	Dispatcher, Motor Vehicle	SCA	01060
Document Preparation Clerk	Document Preparation Clerk	SCA	01070
Drafter I	Drafter/CAD Operator I	SCA	30061
Drafter II	Drafter/CAD Operator II	SCA	30062
Drafter III	Drafter/CAD Operator III	SCA	30063
Drafter IV	Drafter/CAD Operator IV	SCA	30064
Electronics Technician I	Electronics Technician Maintenance I	SCA	23181
Electronics Technician II	Electronics Technician Maintenance II	SCA	23182
Electronics Technician III	Electronics Technician Maintenance III	SCA	23183
Forklift Operator	Forklift Operator	SCA	21020
Fuel Distribution Operator	Fuel Distribution System Operator	SCA	23312
General Clerk I	General Clerk I	SCA	01111
General Clerk II	General Clerk II	SCA	01112
General Clerk III	General Clerk III	SCA	01113
Graphic Artist	Graphic Artist	SCA	21150
Heavy Equipment Mechanic	Heavy Equipment Mechanic	SCA	23430
Heavy Equipment Operator	Heavy Equipment Operator	SCA	23440
Instructor	Instructor	SCA	29160
Machinery Trades Helper	Maintenance Trades Helper	SCA	23580
Material Expediter	Material Expediter	SCA	21040

Material Handler Laborer	Material Handler Laborer	SCA	21050
Messenger (Courier)	Messenger (Courier)	SCA	01141
Motor Vehicle Mechanic	Motor Vehicle Mechanic	SCA	05190
Order Filler	Order Filler	SCA	21071
Recycling Worker	Recycling Laborer	SCA	99710
Rigger	Rigger	SCA	23850
Scheduler, Maintenance	Scheduler, Maintenance	SCA	01300
Secretary I	Secretary I	SCA	01311
Secretary II	Secretary II	SCA	01312
Secretary III	Secretary III	SCA	01313
Shipping Packer	Shipping Packer	SCA	21110
Shipping/Receiving Clerk	Shipping/Receiving Clerk	SCA	21130
Shuttle Bus Driver	Shuttle Bus Driver	SCA	31290
Stock Clerk	Stock Clerk	SCA	21150
Store Worker I	Store Worker I	SCA	21140
Supply Technician	Supply Technician	SCA	01410
Technical Writer	Technical Writer II	SCA	30462
Tools & Parts Attendant	Tools & Parts Attendant	SCA	21210
Truck driver, Heavy Truck	Truckdriver, Heavy	SCA	31363
Truck driver, Light Truck	Truckdriver, Light	SCA	31361
Truck driver, Medium Truck	Truckdriver, Medium	SCA	31362
Truck driver, Tractor-Trailer	Truck driver, Tractor-Trailer	SCA	31364
Warehouse Specialist	Warehouse Specialist	SCA	21410
Woodworker	Woodworker	SCA	23980